

Proposed adaptation/s to a student residence

Where adaptations to a student residence have been proposed and agreed in principle with Student Services and Accommodation Essex, these details will be provided to the Estate Management Section (EMS).

The funding agency or third party responsible for the adaptations will need to appoint competent, specialist contractor/s to provide, install, test, commission, and at a later date remove, appropriate equipment suitable for the student's specific needs. Each party must ensure that the Health and Safety at Work etc Act 1974 and associated regulations are complied with, including the Construction (Design and Management) Regulations 2007 for non-notifiable works. All persons under the contractor's control must be competent to carry out the required works in a safe manner in order to prevent harm or injury to themselves and/or others. The funding agency or third party appointing the contractor must satisfy themselves on these points.

Points of contact

The funding agency or third party should make initial contact with the Estate Management Section (EMS) Helpdesk. The EMS Helpdesk will establish the contact details of the appropriate person within EMS to oversee these particular works and will then contact the funding agency or third party to advise these details.

Tel: 01206 872959 Email: ems-helpdesk@essex.ac.uk

The funding agency or third party will need to pass the nominated person's contact details in EMS to the specialist contractor's.

Minimum information required by EMS prior to the contractor's arrival on campus

It is mandatory for any contractor wishing to commence works on University premises to contact the nominated person in EMS and provide the minimum information required in *Part 1 of the attached checklist*. This information must be received no later than 10 working days prior to the contractor's arrival on campus.

Details should ideally be sent by email. If sent by post, it is the contractor's responsibility to ensure the information arrives on time or prior to the minimum notice period given above. Information which is not complete or is received late can cause unnecessary delays which may result in the end client, the student, not being able to take residence or commence studies on the date they planned. EMS will confirm whether the information provided is sufficient for works to proceed.

The University of Essex reserves the right to not allow works to proceed where information is missing, incomplete and/or insufficient.

Whilst on campus

The University of Essex has a legal duty to ensure the health and safety of those carrying out construction works on campus as far as reasonably practicable and has substantial experience of working with contractors. *Part 2 of the attached checklist* covers the minimum requirements for communication and liaison on commencement of and during works, along with responsibilities of the contractor and the University. It is the contractor's responsibility to ensure these arrangements are communicated to all persons within their control.

Where competent contractors have been appointed, works should be completed safely and without incident. However if this is not the case, works may have to cease until appropriate controls are in place. Any resulting costs or penalties incurred by the contractor, or of those they choose to appoint, will not be accepted by the University of Essex in any circumstances.

Thank you for your co-operation.
Estate Management Section.

Checklist for proposed adaptation/s to a student residence

| | |
|---|---|
| Full company name (contractor responsible for works) | |
| Full postal address inc postcode | |
| Company registration number (if applicable) | |
| Primary contact at contractor's company This should be a senior manager or Director | Name and job title: Email: Office tel and mobile: |
| Has your company previously carried out works at the University of Essex? If so, please provide details here | |
| Contact details of person/s who appointed the contractor | Name (and job title / company if applicable): Email: Office tel and mobile: |

Part 1: Minimum information required at least 10 working days prior to arrival on campus

| Minimum information required | | Contractor to complete | <i>For University reference</i> | |
|---|-----------------|---|--|--|
| | | Please give as much detail as possible and state if information is provided in attached documents | <i>Information complete / checked?</i> | <i>Notes</i> |
| Residence to be adapted | Campus location | | | |
| | Building name | | | |
| | Room number | | | |
| | Student name | | | |
| Date of arrival of student | | | | |
| Are Student Services, Accommodation Essex and the Fire Safety Officer aware of anticipated works? | | | | |
| Specific adaptations required, e.g. fitting of hoist, automatic doors, clos-o-mat toilet | | | | |
| Contractor's Health and Safety Policy, Organisation and Arrangements document/s | | | | |
| Valid insurance certificates, including details of any exclusions of cover | | Employers liability (compulsory insurance) | £ | Check in date and that cover is adequate for work activity planned or refer to Insurance & Risk Manager. |
| | | Public liability | £ | |
| | | Product liability | £ | |

| | | | |
|--|--|--|--|
| Check of University Asbestos Register | | | EMS to action |
| Duration of contractor works | Start date and time: End date and time: | | |
| Services required during works, e.g. electricity, water, waste disposal | | | |
| Drawings and technical specification for proposed equipment | | | |
| Weight / loading of equipment to be fitted, eg electrical, mechanical (to inc lift capability for hoists) | | | |
| Specification of fixings to be used | | | |
| Services that need to be isolated in order for works to commence | | | Contractors are not permitted to isolate or re-connect mains services. EMS will co-ordinate this. |
| Name and contact details of person responsible for supervising works | | | |
| Number of engineers who will carry out works | Min: Max: | | |
| Any works which will be sub-contracted | | | |
| Minimum qualifications and specific competency of all persons appointed to carry out works, including asbestos awareness | | | |
| Permits to access or permits to work will be required | | | All visiting contractors will be required to operate under the University's permit system for works to adapt a student residence |
| Risk assessment/s for delivery, installation, testing, commissioning, and eventual removal of equipment | | | It is University preference for a standard template to be used. See www2.essex.ac.uk/estates/Pages/ContractorHealthandSafety.htm . |
| Method statements for the same | | | |
| Anticipated removal date | | | Any changes to the information and attachments already provided must be provided at least 10 working days prior to arrival on campus |
| Any other information or queries | | | |

Part 2: Minimum requirements for communication and liaison on commencement of / during works

| Details | Responsibility of | | Notes |
|--|-------------------|-----|---|
| | Contractor | EMS | |
| Health and safety induction for all contractors carrying out works | Contractor | EMS | The University's video induction may be completed on campus or alternatively online prior to arrival. In either case, the Health and Safety Video Return Sheet must be completed and returned to EMS. See http://www2.essex.ac.uk/estates/Pages/ContractorHealthandSafety.htm |
| Health and Safety Code of Practice for Contractors provided | Contractor | EMS | A copy can be downloaded from http://www2.essex.ac.uk/estates/Pages/ContractorHealthandSafety.htm |
| Emergency arrangements on campus (fire safety, first aid) | Contractor | EMS | |
| Location of welfare facilities | Contractor | EMS | |
| University's Asbestos Register has been checked and details confirmed to contractor | | EMS | Works may not commence where ACM's are known or suspected to be present in the work area |
| Contractor parking arrangements | Contractor | EMS | Contractors must comply with instructions provided |
| Issue of permit to access / permit to work | | EMS | Minimum of five working days' notice is required for permit issue |
| Access to building / work area arranged | | EMS | |
| Services are isolated and re-connected at agreed time | | EMS | Contractors are not permitted to isolate or re-connect mains services. EMS will co-ordinate this. |
| Reporting of any accidents, incidents, concerns or significant issues which may affect completion of works | Contractor | EMS | |
| Completion of works | Contractor | | Notify EMS point of contact |
| Visit to work area to confirm works are completed to a satisfactory standard | | EMS | |
| Return of any permits, keys or access cards | Contractor | EMS | |
| Issue of any statutory testing or installation certificates, operating manuals or other relevant paperwork | Contractor | | For lifting equipment, a copy of the Declaration of Conformity and certificate of initial thorough examination must be provided |
| Maintenance arrangements / contracts confirmed in writing, including frequency of visits | Contractor | | The University will not be responsible for any maintenance or cleaning unless agreed in advance in writing |
| Liaison with Accommodation Essex to confirm room adaptations are complete | | EMS | |